



County of Los Angeles CHIEF EXECUTIVE OFFICE

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LOS ANGELES, CALIFORNIA 90012
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WILLIAM T FUJIOKA
Chief Executive Officer

August 21, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**APPROVAL OF AMENDMENTS TO THE
MEMORANDA OF UNDERSTANDING WITH BARGAINING
UNITS 711 (SOCIAL WORKERS) AND 777 (SUPERVISING SOCIAL WORKERS)
(ALL DISTRICTS)
(3-VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve Amendment No. 1 to the Memorandum of Understanding (MOU) for the Social Workers employee representation Unit 711.
2. Approve Amendment No. 1 to the Memorandum of Understanding (MOU) for the Supervising Social Workers employee representation Unit 777.

PURPOSE/JUSTIFICATION OF THE RECOMMENDED ACTION

These representation units had provisions to reopen negotiations in April 2007, concerning caseload, workload and other operational issues. We have successfully concluded negotiations and are recommending for your approval the amendments necessary to reflect negotiated changes to the MOUs. The amendments have been ratified by the union membership.

In addition, on February 26, 2007, the Los Angeles County Employee Relations Commission certified Service Employees International Union (SEIU) Local 721, formerly SEIU Local 660, as the exclusive representative for bargaining units 711 and 777. As a result, the MOUs will have ministerial changes necessary to reflect this change in representation and provide uniformity of administration with all SEIU Local 721 bargaining units.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

Implementation of Strategic Plan Goals

The recommended actions support the County's Strategic Plan Goal of Workforce Excellence by correctly reflecting the terms of the MOU.

FISCAL IMPACT

There is minimal fiscal impact to the Department.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

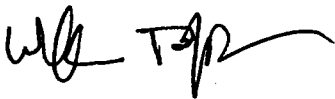
Amendment No. 1 to the MOU for bargaining unit 711 allows reasonable overtime approval, implements alternate work schedules, provides additional reference materials to workers and conducts an In Home Supportive Services caseload study during the term of the contract.

Amendment No. 1 to the MOU for bargaining unit 777 allows special step placement for specified advanced degrees, provides additional training as necessary, allows alternate work schedules, incorporates existing provisions to transfer staff, increases existing meal reimbursement rates, implements a reduction in the span of control for supervisors of specified programs and provides additional reference materials to staff.

IMPACT ON CURRENT SERVICES

The accompanying MOU amendments have been approved as to form by County Counsel.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:DL
JA:PDC:mj

Attachments

c: County Counsel
Auditor-Controller
Department of Children and Family Services

AMENDMENT NO. 1
MEMORANDUM OF UNDERSTANDING
FOR JOINT SUBMISSION
TO THE BOARD OF SUPERVISORS
REGARDING THE
SOCIAL WORKERS
EMPLOYEE REPRESENTATION UNIT

THIS AMENDMENT NO. 1 TO MEMORANDUM OF UNDERSTANDING made and entered into this 21st day of August, 2007,

BY AND BETWEEN

Authorized Management Representative
(hereinafter referred to as
"Management") of the County of Los
Angeles (hereinafter referred to as
"County")

Los Angeles County Employees
Association, Local 721, SEIU
(hereinafter referred to as "LACEA,
Local 721, SEIU)

WHEREAS, on the 31st day of October, 2006, the parties entered into a Memorandum of Understanding regarding the Social Workers Employee Unit, which Memorandum of Understanding was subsequently approved and ordered implemented by the County's Board of Supervisors; and

WHEREAS, as a result of mutual agreement, the parties desire to amend the Social Workers Memorandum of Understanding.

NOW, THEREFORE, the parties agree as follows:

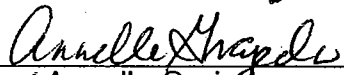
1. Amend Article 8 – Overtime, to govern reasonable approval of overtime requirements.
2. Amend Article 16 – Work Schedules, to implement telecommuting and 9/80 work schedules in CSS.
3. Amend Article 18 – Caseloads, to assign newly hired employees within 120 days, provide after hours coverage and conduct an IHSS caseload study.
4. Amend Article 36 – Authorized Agents, as a ministerial adjustment to recognize a change representation.
5. Amend Article 39 – Reference Materials, to provide additional resource materials in specified programs.

6. This Amendment No. 1 to said Memorandum of Understanding constitutes a mutual recommendation to be jointly submitted to the County's Board of Supervisors and this Amendment No. 1 will be effective when and if approved by said Board of Supervisors in the same manner provided in

Article 3, which was applicable to the implementation of the original Memorandum of Understanding.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Amendment No. 1 the day, month and year first above written.

LOS ANGELES COUNTY
EMPLOYEES ASSOCIATION
LOCAL 721, SEIU

By 
Annelie Grajeda
Local 721, SEIU

COUNTY OF LOS ANGELES
AUTHORIZED MANAGEMENT
REPRESENTATIVE

By 
William T Fujioka
Chief Executive Officer

TO BE JOINTLY SUBMITTED TO COUNTY'S BOARD OF SUPERVISORS

ARTICLE 8 OVERTIMESection 1. Compensation

The parties agree to jointly recommend to the County's Board of Supervisors that overtime be compensated as follows for all employees in this unit during the term of this agreement:

The County will pay overtime for all hours worked in excess of 40 hours in one week. "Hours worked" will be calculated as provided for by the Fair Labor Standards Act, 29 U.S.C. paragraph 201, et seq. Hours worked do not include time for which persons are compensated but do not actually work, including, but not limited to, sick leave and vacation pay, with the exception that these hours paid during a workweek for a regular County holiday will be counted in calculating hours worked for overtime purposes.

The County will pay employees for any overtime worked at a rate of one and one-half (1 ½) times his/her regular rate of pay. Regular rate of pay shall be calculated as provided for by the Fair Labor Standards Act.

In lieu of receiving pay for overtime worked employees may receive compensatory time off in accordance with FLSA, to a maximum of 54 hours worked. With prior approval of management, such compensatory time off may be taken by an employee. Management will not unreasonably withhold approval for compensatory time off. Management will not unreasonably withhold approval for overtime.

ARTICLE 16 WORK SCHEDULESSection 4.CSS APS and 9/80

Within 90 days of approval of the terms and conditions of the 2007 reopener by the Board of Supervisors, management will implement an alternate work schedules program within each CSS APS unit. The program for each case carrying unit will include: 1) telecommuting and 2) 9/80. The program for each non-case carrying unit (Centralized Intake, Civic Center and After Hours) will only include a 9/80 alternate work schedule.

Any Social Worker or Social Worker Trainee assigned to a case carrying unit who has completed his or her probationary period may request to telecommute and/or work a 9/80 schedule. Management will select those persons to participate in the alternate work schedules program and will determine the parameters of the program, including designation of the telecommuting day and the Regular Day Off (RDO). All employees will be deemed eligible to telecommute in combination with a 9/80 alternate work schedule unless management determines that the individual employee cannot effectively telecommute.

All participating employees will be allowed to telecommute one day per week in combination with the 9/80 provided the employee is not out of the office more than one (1) day per work week.

ARTICLE 18 CASELOADS--DEPARTMENT OF PUBLIC SOCIAL SERVICES
AND COMMUNITY AND SENIOR SERVICES

Section 2. Caseload Assignments

A. It is the intent of Management to:

1. Fill vacant budgeted positions provided funding is available. Management will make every reasonable effort to ensure that newly hired employees report to units within one hundred and twenty (120) days.
2. Assign caseloads equitably so that a Social Worker, GSW, or Appeals Hearing Specialist will not have a significantly higher caseload than other Social Workers, GSW's, or Appeals Hearing Specialists performing similar tasks.
3. Make every reasonable effort to hire additional social work staff for the evenings/nights provided funding is available. Within 120 days of approval of the terms and conditions of the 2007 reopener by the Board of Supervisors, CSS management will meet with the Union to develop and implement procedures in an effort to ensure evening/night coverage of quadrants at all times.

Section 3.

DPSS Management shall conduct a yardstick study related to IHSS caseload numbers to determine if reductions are warranted. The review shall be completed no later than March 31, 2009.

ARTICLE 36 AUTHORIZED AGENTS

For purposes of administering the terms and provisions of this Memorandum of Understanding:

- A. Management's principal authorized agent shall be County's Chief Executive Officer, or his/her duly authorized representatives (Address: 222 North Grand Avenue, Los Angeles, California 90012, Telephone: (213) 974-2404), except where a particular Management representative is specifically designated in connection with the performance of a specified function or obligation set forth herein.

- B. Local 721's principal authorized agent shall be the President of Local 721 or his/her duly authorized representative (Address: 500 S. Virgil Ave, Los Angeles, California 90020, Telephone: (213) 368-8660).

ARTICLE 39 REFERENCE MATERIALS

Each Adult Services Work Location

Index of Welfare and Institution Code

Physicians/Pharmacist Medical Formula (If at no cost to County)

Physician's Desk Reference

Diagnostic and Statistical Manual (DSM) IV: complete edition for each office;
handbook edition for each worker

Medical Dictionary

Current edition of Los Angeles County Social Services Resource Directory,
"People Who Can Help.

Each Adult Services and Appeals Work Location

County Telephone Directory - one for each unit

GAIN/GROW/HCM

ASH Roster - one per unit

BCW Line Office rosters - one per unit

County telephone directory - one per unit

DPSS Personnel Manual - one per office, centrally located

Disaster Plan – one per unit

Thomas Guide – one per unit

Resource Guide – one per unit

Medical Dictionary - one per unit

Rainbow Resource Directory – one per office

Homeless Case Manager & Supervisor Roster – one per unit

EDD Job Search Information – one per unit

People's Guide Resource Book – one per unit

SSI

DSM – one per office

Physician's Desk Reference (PDR) – one per office

AMENDMENT NO. 1
MEMORANDUM OF UNDERSTANDING
FOR JOINT SUBMISSION
TO THE BOARD OF SUPERVISORS
REGARDING THE
SUPERVISING SOCIAL WORKERS
EMPLOYEE REPRESENTATION UNIT

THIS AMENDMENT NO. 1 TO MEMORANDUM OF UNDERSTANDING made and
entered into this 21st day of August, 2007,

BY AND BETWEEN

Authorized Management Representative
(hereinafter referred to as
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"County")

Los Angeles County Employees
Association, Local 721, SEIU
(hereinafter referred to as "LACEA,
Local 721, SEIU)

WHEREAS, on the 31st day of October, 2006, the parties entered into a
Memorandum of Understanding regarding the Social Workers Employee Unit, which
Memorandum of Understanding was subsequently approved and ordered implemented
by the County's Board of Supervisors; and

WHEREAS, as a result of mutual agreement, the parties desire to amend the
Social Workers Memorandum of Understanding.


NOW, THEREFORE, the parties agree as follows:

1. Amend Article 7 – Salaries, to allow special step placement for specified master's degrees.
2. Amend Article 10 – Special Pay Practice, to remove sunset dates.
3. Amend Article 15 – Work Schedules, to allow telecommuting and 9/80 work schedules, where appropriate.
4. Amend Article 16 – Consultation and Training, to provide training for major departmental initiatives and newly promoted supervisors.
5. Amend Article 17 – Caseloads, to implement negotiated span of control by program category and conduct a review of the span of control for the IHSS Program.
6. Amend Article 28 – Transfers, to incorporate existing transfer provisions.
7. Amend Article 35 – Authorized Agents, as a ministerial adjustment to recognize a change representation.


8. Amend Article 38 – Meal Reimbursement, to appropriately reimburse staff for meal purchases on behalf of children or clients.
9. Amend Article 39 – Reference Materials, to provide additional resource materials in specified programs.
10. This Amendment No. 1 to said Memorandum of Understanding constitutes a mutual recommendation to be jointly submitted to the County's Board of Supervisors and this Amendment No. 1 will be effective when and if approved by said Board of Supervisors in the same manner provided in Article 3, which was applicable to the implementation of the original Memorandum of Understanding.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Amendment No. 1 the day, month and year first above written.

LOS ANGELES COUNTY
EMPLOYEES ASSOCIATION
LOCAL 721, SEIU

By 
Annelle Grajeda
Local 721, SEIU

COUNTY OF LOS ANGELES
AUTHORIZED MANAGEMENT
REPRESENTATIVE

By 
William T Fujioka
Chief Executive Officer

TO BE JOINTLY SUBMITTED TO COUNTY'S BOARD OF SUPERVISORS

ARTICLE 7 SALARIESSection 3.

- A. All employees appointed to Supervising Children's Social Worker on or after July 1, 1981, who possess a Master's Degree in Social Work, or a Master's Degree in family or psychological counseling or psychology from an accredited college or university shall be placed no lower than step 3.

Persons currently employed as a Supervising Children's Social Worker who, on July 1, 1981, possess a Master's Degree in a field described in the paragraph above, shall be moved to the third step of the salary range, if such employee is on the first or second step of the salary range. Also, any person employed as a Supervising Children's Social Worker who earns a Master's Degree in a field described above, shall be moved to the third step of the salary range, effective on the first day of the month after the attainment of such degree.

- B. All employees appointed to Social Services Supervisor (Item 9058) in the DPSS IHSS program or the CSS APS program on or after July 1, 2007, who possess a Masters Degree in Social Work, Masters of Gerontology, Masters of Sociology, Master's in Psychology or Master's in Behavior Science from an accredited college or university shall be placed no lower than step 3.

Persons currently employed as a Social Services Supervisor (Item 9058) in the DPSS IHSS program or the CSS APS program on or after July 1, 2007, who possess Master's Degrees in a field described in the paragraph above, shall be moved to the third step of the salary range, if such employee is on the first or second step of the salary range. Also, any person employed as a Social Services Supervisor (Item 9058) in the DPSS IHSS program or the CSS APS program on or after July 1, 2007, who earns a Master's Degree in a field described above, shall be moved to the third step of the salary range, effective on the first day of the month after the attainment of such degree.

ARTICLE 10 SPECIAL PAY PRACTICESSection 3. Standby

Effective July 1, 2000, employees required by Management to remain available to work, at any time during specified hours outside their normal working hours are eligible to receive \$1.00 per hour while on stand-by but not more than \$200.00 per month.

No additional compensation for stand-by status shall be made since the employee placed on stand-by status is not "unreasonably restricted" as defined by the Fair Labor Standards Act.

Effective July 1, 2000, Social Services Supervisors assigned by Management to the APS Program to remain available to work, at any time during specified hours outside their normal working hours are eligible to receive \$2.00 per hour while on stand-by but not more than \$300.00 per month.

Section 6. Special Bonus - Adult Protective Services Roll Out Program

Effective July 1, 2000, any Adult Protective Services Supervisor assigned by Management to the Adult Protective Services Roll Out Program on an Evening or Night shift will receive \$75.00 per pay period (\$150.00 monthly).

ARTICLE 15 WORK SCHEDULED. Alternative Work Schedules & Telecommuting - Children and Family Services

1. No later than January 1, 1992, Management shall implement an alternative work schedules program at each facility with employees in this bargaining unit. Except as modified below, the program at each facility shall include 9/80 and/or 4/40 as well as a standard 5/40 shift. Management shall offer telecommuting to members of this bargaining unit on an as-needed basis determined by the office administrator which will include at least one day per month. Participation in telecommuting, 9/80 or 4/40 shall be strictly voluntary. The parties agree that staffing requirements at the Juvenile Court Services may impact the parameters of an alternative work schedule.

2. Alternative Work Schedules and Telecommuting - CSS

Within 60 days of approval of the Board of Supervisors of the terms and conditions of the 2007 Reopener, Management will implement an alternate work schedules program within each APS unit. The program for each case carrying unit (field operations) will include: 1) telecommuting and 2) 9/80. The program of each non-case carrying unit (Centralized Intake, Civic Center and After Hours) will include: 1) 9/80.

Any Social Services Supervisor (SSS) assigned to a case carrying unit who has completed his or her probationary period may request to

telecommute and/or work a 9/80 schedule. Management will select those persons to participate in the alternate work schedules program and will determine the parameters of the program, including designation of Regular Days Off (RDO). All employees will be deemed eligible to participate in the alternate work schedules program unless management determines that the individual employee cannot effectively telecommute because of his/her skills, experience or prior performance.

For those SSSs assigned to case carrying units who elect to work a 9/80 schedule, management will allow one (1) telecommute day per month. SSSs assigned to case carrying units who work a 5/40 schedule will be allowed to telecommute one (1) day per week.

It is agreed that telecommuting is a voluntary program and participation can be terminated at any time by either management or the participating employee.

ARTICLE 16 CONSULTATION AND TRAININGSection 4.

Represented mileage permittees may be issued a County cell phone, for use in County business, as determined by Management. All represented employees shall be provided voicemail at their work station.

Section 5.

The Department of Public Social Services, Community and Senior Services and the Department of Children and Family Services management will make every reasonable effort to insure the availability of in-service training in areas that relate to the function of the jobs covered by this Memorandum of Understanding. Training may include, but is not limited to AIDS, Elder Abuse, Child Abuse, Stress Management, Mental Health, Perinatal Substance Abuse, Domestic Violence, Field/Work Safety and job development/placement. Every reasonable effort shall be made to provide departmental trainers for implementation of new major departmental initiatives.

It is the intent of management to provide newly promoted supervisors with training in core supervisor duties, responsibilities, and skills within one hundred and eighty (180) days of their appointed.

The union reserves the right to address the issue of appropriate training for supervisors at the union-management caseload committees established in Unit 723 and Unit 711 Memoranda of Understanding.

Section 8. Licensure - DCFS

Within one hundred and twenty (120) days after the Board of Supervisors' approval of the 2007 Reopener, DCFS and the Union will meet to discuss the implementation of reasonable efforts to expend available funding by fostering participation in the Licensure program.

The total budgetary allocation for CSWs and SCSWs providing licensure supervision shall be \$135,000.00 in each of the following Fiscal Years: Fiscal Year 2006-2007; Fiscal Year 2007-2008; Fiscal Year 2008-2009. Management shall make every reasonable effort to expend available funding by fostering participation in the licensure program.

ARTICLE 17 CASELOADS

Section 1.

The following yardsticks remain in effect until the termination of this Memorandum of Understanding as stated in Article 5, Term:

Department of Children and Family Services*

Supervising Children's Social Worker*	7:1**
F M & R Program	7:1**
ER Program	7:1**
Court Liaison F M & R	8:1**
Child Welfare Services	7:1**
(FM & R and PP consolidation)	
Adoptions	7:1**
Kinship	7:1**

Department of Public Social Services

IHSS Services	9:1**
SSI Services	9:1
GAIN Services	7:1**
GROW Services	7:1**
Homeless Case Mgmt Service	7:1**
CAL-LEARN Services	7:1**
Appeals Hearing Svcs	5:1

Community and Senior Services Department

Social Services Supervisor – APS	
Field Operations	8:1
After Hours	9:1
Centralized Intake	9:1
Civic Center	9:1

The parties agree that staffing will be based on the above yardsticks to the degree practicable, subject to available funding.

*It is DCFS management's intent to assign Children's Social Workers to Supervising Children's Social Workers on budgeted ratios approved each year by the Board of Supervisors. In future fiscal years DCFS intends to reduce the supervisory ratios in all programs wherever possible as funding allows. In pursuit of this goal, Supervising Children's Social Worker may be reassigned within and between offices and regions to achieve equitable supervisory ratios.

**Includes one (1) clerical or one (1) paraprofessional support staff and not-to-exceed six (6) Children's Social Workers.

Management shall not take disciplinary action, including but not limited to suspension, reduction, discharge, or prepare any written grams, warnings, or reprimands, or make negative reference on performance evaluations due to inadvertent errors or omissions or due to the employees inability to complete all the tasks associated with the employee's assigned workload, when the supervisor ratio exceeds by one the yardstick listed for a period of 30 consecutive calendar days. Such protection shall apply until such time as the supervisor ratio reflects the above yardstick.

Section 5. Review and Analysis of Supervisory Ratios

The Department of Public Social Services will conduct an analysis and review of the supervisory ratios of IHSS Social Services Supervisors. Upon request, the DPSS and SEIU Local 721 will meet and consult regarding the review. The Union may provide DPSS with relevant information regarding IHSS Social Services Supervisors ratios.

The review shall commence on or before October 1, 2008. Local 721 will be advised, in writing, regarding the results of the review.

ARTICLE 28 TRANSFERSSection 3. - DCFS

This section will apply to Department of Children and Family Services employees only.

Definitions – DCFS

For the purposes of this article a transfer is a change in office location other than to a sub-office. A sub-office is defined as a work location within seven (7) miles from the parent office.

Voluntary Transfer – DCFS

Employees requesting a transfer from one office to another, within the Department, shall submit a written request to the Department's Personnel Officer. The request will include the employee's continuous service date and certified bilingual skills, if any. A copy of the request will be given to the employee's office head to serve as notice that the employee wishes to transfer to another office. Requests to transfer will be considered if the following criteria are met: (1) the employee has one year tenure in the office from which he/she is requesting to transfer; (2) the employee has a competent or better rating on the latest performance evaluation; and (3) the employee has completed probation. Transfer requests will be considered for two years until the employee is transferred or the request is withdrawn, in writing, by the employee. When management determines that a transfer request will expire within thirty (30) days, management will notify the employee in writing of the pending expiration. If the employee wishes to remain on the transfer list the employee must notify the Personnel

Officer in writing of this, which will allow them to remain on the transfer list for an additional two years. If the employee does not respond, their name will expire from the list.

If the employee does not meet the above transfer criteria, or ceases to meet these criteria while the request is pending, a copy of the transfer request will be returned to the employee by the Personnel Officer with the reason for denial. If the employee meets the transfer criteria, the Departmental Personnel Office will confirm in writing receipt of the employee's transfer request. The confirmation shall state that the request will be valid for 2 years from receipt by the Personnel Office.

Transfers will occur in those months when the department is hiring, according to the following procedure:

1. Current transfer requests will be reviewed.
2. Transfers will be granted to offices where vacancies exist, subject to the condition that such transfers do not exceed, in a calendar year, 10% of the staff justified each January in an office.

Management will not assign newly hired/promoted employees into an office for which a transfer request is pending, except as permitted under Step 2 above.

In addition to the procedure set forth in the above paragraph, Management will match transfer requests each June.

Management will maintain a list of pending transfer requests which will include the date which each employee's request for transfer was received by the Personnel Officer, each employee's Department service date and the employee's certified bilingual skills, if any. Management will transfer employees based upon the dates that employee's request for transfer were received by the Personnel Officer with those employees whose requests were received first being transferred first, except when bilingual needs and/or extreme hardship cases exist. In the event two or more transfers are received on the same date, management will rank employees for transfer by Department seniority. Bilingual employees will not be prevented from transferring if the office from which they are requesting a transfer has no bilingual vacancies. Employees who have an extreme hardship will be transferred ahead of employees with more Department seniority. Extreme hardship is defined as a substantial involuntary change in an employee's life circumstances. Employees who have an extreme hardship are exempt from the requirement of working one year in the current office.

Employee transfer requests are binding until revoked in writing by the employee as long as the written notice is received by the Department prior to posting of a new transfer match. Additionally, approval of employees requesting transfers to specialized functions such as CSAP, Adoptions, RAPP, and Court are at the discretion of Management.

It is understood that this section does not modify Management's right to promote an eligible employee who is working in the office where the vacancy occurs.

Management will provide the Union with a report of granted transfer requests for each month that any transfers are granted, and a quarterly report of all pending requests, which shall include the date the request was received by the Personnel Office, each employee's Department seniority date and identify which employees have an extreme hardship and which employees have certified bilingual skills.

Involuntary Transfers – DCFS

A. Transfer of Staff:

1. Voluntary requests should be reviewed and honored first. Voluntary requests for specialized functions will be reviewed and honored. For functions requiring a special proficiency or degree, the volunteer must possess that proficiency or degree.
2. The Office Head should request volunteers if an insufficient number of requests are on file.
3. If there are not enough volunteers, involuntary transfers will be made by inverse County seniority within the transferring office.

4. Employees who are to be transferred will receive a written notice ten (10) business days prior to the involuntary transfer date.
- B. Employees exempt from involuntary transfers are:
1. Employees on probation or improvement needed.
 2. A bilingual worker, if the need for a bilingual worker does not exist in the new office.
 3. Employees involuntarily transferred within the past six months.

Section 4. Stewards

Management shall not transfer a steward who objects to the transfer, if there is any other employee in same classification who meets the specific qualifications of the vacancy.

Section 4. - CSS

This section shall apply to CSS employees only.

An employee who wishes to transfer to another office within CSS shall submit a request in writing to the Human Services Administrator responsible for the facility where the employee is currently assigned. CSS management will evaluate the request based on service requirements and operational needs, and notify the employee of its decision.

CSS management will keep such transfer requests on file for one year from the date of request. As vacancies occur, CSS management will review requests on file, and consider filling such vacancies from the transfer requests. If a transfer request is not granted by the end of the calendar year, management will return the expired request to the employee.

If transfers are necessary to correct staffing imbalances, CSS management will transfer the employee in the office with a surplus who has the least County-wide seniority, unless legitimate operational needs require otherwise.

ARTICLE 35 AUTHORIZED AGENTS

For purposes of administering the terms and provisions of this Memorandum of Understanding:

- A. Management's principal authorized agent shall be County's Chief Executive Officer, or his duly authorized representatives (Address: 222 North Grand Avenue, Los Angeles, California 90012, Telephone: (213) 974-2404), except where a particular Management representative is specifically designated in connection with the performance of a specified function or obligation set forth herein.

- B. Local 721's principal authorized agent shall be the President of Local 721 or his/her duly authorized representative (Address: 500 S. Virgil Ave, Los Angeles, California 90020, Telephone: (213) 368-8660).

ARTICLE 38 MEAL REIMBURSEMENTA. Children and Family Services

When Supervising Children's Social Workers are unable to obtain a meal coupon, management shall reimburse Supervising Children's Social Workers for the purchase of meals for children served by the department.

Supervising Children's Social Workers shall submit a receipt in order to obtain reimbursement for meals purchased.

The reimbursement rate for each child; and per each meal; shall not exceed the following:

- | | | |
|----|-----------|---------|
| a) | Breakfast | \$8.00 |
| b) | Lunch | \$10.00 |
| c) | Dinner | \$12.00 |

B. Community and Senior Services

Community and Senior Services will provide APS Supervisors with food vouchers/coupons for the purpose of distributing to their workers. These vouchers/coupons will be used to provide meals to clients. Social Services Supervisors shall submit a receipt in order to obtain reimbursement for meals purchased.

The reimbursement rate for each client; and per each meal; shall not exceed the following:

- | | | |
|----|-----------|---------|
| a) | Breakfast | \$8.00 |
| b) | Lunch | \$10.00 |
| c) | Dinner | \$12.00 |

ARTICLE 39 REFERENCE MATERIAL/DPSS & CSS

Management will determine and maintain those current materials and publications which will aid employees in performing their assigned duties. The following reference materials will be provided:

DPSS

Adult Services – IHSS

County Telephone Directory - One per Unit

Thomas Guide - One per Unit

Index of Welfare and Institution Code – One per office

Physicians Desk Reference - One per Unit

Medical Dictionary - One per Unit

Rainbow Resource Directory - One per Unit

Zip Code Directory - One per Unit

LA County Administration Manual - One per Unit

Diagnostic and Statistical Manual (DSM) -One per Unit

Dictionary – One per Unit

Meds Manual - One per Unit

Disaster Plan - One per Unit

Directory of Prisons of California - One per Unit

GAIN/GROW/HCM

ASH Roster - One per Unit

Line Offices Roster - One per Unit

County Telephone Book - One per Unit

DPSS Personnel Manual - One per office centrally located.

Disaster Plan - One per Unit

Thomas Guide - One per Unit

Medical Dictionary - One per Office

Rainbow Resource Directory - One per Unit

Homeless Case Manager & Supervisor Roster – One per Unit

EDD Job Search Information – One per Unit

People's Guide Resource Book – One per Unit

Diagnostic and Statistical Manual (DSM) -One per Office

Directory of Prisons of California - One per Unit

SSI

Diagnostic and Statistical Manual (DSM) -One per Office

Physicians Desk Reference - One per Unit

Appeals and State Hearings (DPSS)

County Telephone Directory - One per Unit

Welfare and Institution Code - One per Unit

Index of Probate Code - One per Unit

Required copies of State Manuals - One per Unit

CSS – At least one (1) per unit:

Los Angeles County Telephone Directory

Welfare and Institution Code Index

Rainbow Resource Directory

Physician's Desk Reference Guide

Thomas Guide to adjacent counties – (Los Angeles, Orange & San Bernardino)

Medical Dictionary

Los Angeles County Zip Code Directory

Law Enforcement Directory

APS Emergency Shelter Directory

Social Services Manual (as updates are provided)

APS Line Operations Memos (as updates are provided)

APS Line Operations Resource Bulletins (as updates are provided)

APS Line Operations Program Bulletins (as updates are provided)

APS Emergency Plan

APS Building Evacuation Disaster Plan

Diagnostic and Statistical Manual (DSM)

MEDS Manual

Section 2.

The provisions of this Article will be applied to the extent that Management determines that funds permit purchase of said reference materials.